

DEPARTMENT OF CHILDREN AND FAMILY SERVICES
TRAVEL CARD/CONTROLLED BILLED ACCOUNT(CBA) LOG
For Client Related Use Only

Rev. 01/15

Form TCF 3

Type of Account: <input type="checkbox"/> Travel Card <input type="checkbox"/> <input type="checkbox"/> CBA								
Cardholder/CBA Account Name:						TIPS 212 Doc#(s):		
Cardholder/CBA Account:				(last 8 digits only)				
Accounting Code:								
Statement Date:								
Report Date:						Total:		
Trans Date	Merchant Name	Description	Amount	Employee/Client Name	Worker#/TIPS#	TIPS 213 Doc#	Comments	√
		Subtotal		Page 1				

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Trans Date	Merchant Name	Description	Amount	Employee/Client Name	Worker#/ TIPS#	TIPS 213 Doc#	Comments	√
		Subtotal		Page 2				

**Gray Shaded Boxes are for DCFS Fiscal Services Use Only.

The Travel Card/CBA Log is to be used to help reconcile transactions (purchase/credits) made during the billing cycle by matching the paper Credit Card statement received from Bank of America to the log and documentation received from the merchants for transactions. By signing this log you are certifying that each charge/credit was for official state business and complies with all appropriate rules and regulations. Furthermore, you are certifying that each charge/credit has been reviewed, approved and verified as received or reported as a disputed item.

Cardholder/CBA Authorizer Signature:	Telephone Number:
Date:	
Supervisor Name (printed):	
Supervisor Signature:	Telephone Number:
Date:	